



October 23, 2019

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: JOHN D. THOMAS
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LEASING - PR

DocuSigned by:

John D. Thomas

20191023102458

SUBJECT: LEASING ALERT (LA-19-11) – Renewal Lease File
Checklists

1. **Purpose.** This Leasing Alert issues Lease File Checklists for the following three types of renewal actions:

- Evaluated Renewal Option
- Unevaluated Renewal Option (Pre-Existing/Pre-Priced)
- Unevaluated Renewal Option (Added/Not Pre-Existing or Pre-Existing/Not Pre-Priced*)

*reflects instances where an unpriced renewal option was included under the original lease contract

2. **Effective Date.** This Leasing Alert and attachment are effective immediately.

3. **Cancellation.** None.

4. **Applicability.** This Leasing Alert and its attachment are mandatory and apply for all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other federal agencies.

5. **Instructions and Procedures.** These checklists provide a reference framework for all tasks/documentation required for the respective renewal option category [i.e., Evaluated, Unevaluated (Pre-Existing/Pre-Priced), Unevaluated (Added/Unpriced)] and should be used in coordination with Leasing Desk Guide Chapter 9, Renewal Options and the Leasing Alert issued May 20, 2014 – Adding Renewal Options Following Lease Award.

Note that the Office of Leasing (OoL) intends to incorporate these into the automated functionality of the G-REX application, which will, through a series of questions and responses, generate the appropriate renewal checklist for the project. However, until

such system enhancements are in place, users must maintain these paper checklists and upload project documentation via Manage Documents in G-REX.

Future changes to these lease file checklists will be made through the G-REX application.

- Attachment 1, Renewal Lease File Checklist – Evaluated Option
- Attachment 2, Renewal Lease File Checklist – Unevaluated/Pre-Existing/Pre-Priced
- Attachment 3, Renewal Lease File Checklist – Unevaluated/Added or Not-Pre-priced

COVER PAGE FOR ATTACHMENTS 1 - 3